*[INSERT AGENCY NAME AND LOGO]*

# FAMILY PLANNING PROGRAM POLICY AND PROCEDURES

## Provision of Medical Services Related to Family Planning

Title X projects must provide for medical services related to family planning (including consultation by a clinical services provider, examination, prescription and continuing supervision, laboratory examination, contraceptive supplies), in person or via telehealth, and necessary referral to other medical facilities when medically indicated, and provide for the effective usage of contraceptive devices and practices (42 CFR 59.5(b)(1-2)).

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| **Policy Title** | **Provision of Family Planning and Related Services** |
| **Effective Date** |  |
| **Revision Dates** |  |
| **Review Due Date** |  |
| **References** | Code of Federal Regulations 42 CFR 59.5 (b)(1-2)  <https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59> |
| **Approved by Signature** |  |
| **Approved Date** |  |

**Purpose:** The purpose of this policy is to describe ***(insert Agency Name)*** process for ensuring grantee and subrecipient compliance with the requirement that projects must provide for medical services related to family planning in person or via telehealth, and necessary referral to other medical facilities when medically indicated, and provide for the effective usage of contraceptive devices and practices.

**Policy:** *[Agency may want to include the following]*

* Clients will be provided appropriate medical services related to family planning.
* Service sites will provide consultation by a clinical services provider which may include physical examination, laboratory examination, and/or contraceptive supplies.
* Service sites will provide continuing supervision and/or prescription if necessary.
* Services will be provided either in person or via telehealth.
* Service sites will provide for the effective usage of contraceptive devices and practices.
* Necessary referrals will be made to other medical facilities when medically indicated, including if a client’s method of choice is not available at this particular service site.

**Procedure:** *[Agency may want to include the following]*

* Location of clinical protocols that document the services referenced in this policy.
* Description of collaborative agreements with relevant referral agencies such as emergency care, HIV/AIDS care and treatment providers, infertility specialists, primary care, and chronic care management providers.
* Grantee’s process for monitoring subrecipients and service sites to ensure compliance with this requirement.
* How staff will be trained and updated on changes to this policy.
* How staff can access this policy (location of paper/electronic version(s)).